

EDITED TASK LISTING

CLASS: STAFF MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Perform fiscal and operational compliance audits of the California Department of Corrections (CDC) headquarters, institutions, contractors and other entities to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using organizational charts, policies, procedures, flow charts, duty statements, audit guides, questionnaires, observation, etc. on an on-going basis with minimum supervision.
2.	Conduct entrance conferences at CDC headquarters, institutions, contractor's offices and other entities to introduce attendees and auditors, discuss the audit scope, methodology and objectives and to communicate the audit process utilizing various resources (i.e., engagement letters, communication skills, etc.) with minimum supervision.
3.	Conduct exit conferences at CDC headquarters, institutions, contractor's offices and other entities utilizing various resources (i.e., point sheets, draft audit reports, communication skills, etc.) developed during the audit to communicate audit findings and produce an audit report with minimum supervision.
4.	Prepare work papers, audit reports and management memos to communicate audit results to CDC management, institutions, contractors and other entities using computer applications (i.e. word, excel), copies of source documents (i.e., invoices, purchase orders, receipts, etc.) on an on-going basis with minimum supervision.
5.	Reconcile financial and operational information of institutions, contractors and other entities to determine reliability and integrity of data and accuracy of information using ledgers, bank statements, registers and month end reports guided by the audit program on an on-going basis with minimum supervision.
6.	Review financial statements and operational reports to determine whether they accurately reflect the financial condition of CDC headquarters, institutions, contractors and other entities in order to ensure the reliability and integrity of financial data using financial records, training documents, work orders, ledgers, and source documents (i.e. invoices, purchase orders, receipts, etc.) guided by the audit program on an on-going basis with minimum supervision.

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7.	Evaluate internal controls to determine risk assessment of institutions, contractors and other entities using auditing standards, narratives, flow charts, questionnaires and interviews guided by the audit program on an on-going basis with minimum supervision.
8.	Direct the work of a small audit staff where the scope of the audit includes significant emphasis on fiscal, management, operational, or performance auditing to provide information to CDC headquarters, institutions, contractors and other entities in a report format to assist management in decision making, using auditing standards and supervisory techniques guided by the principles of personnel management.
9.	Perform complex and difficult assignments requested by CDC management to provide objective evaluations of CDC headquarters, institutions, contractors and other entities using auditing standards, narratives, flow charts, questionnaires and interviews guided by the audit program on an on-going basis with minimum supervision.
10.	Analyze data provided by institutions, contractors and other entities to develop conclusions and make recommendations using auditing standards, narratives, flow charts, questionnaires and interviews to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations on an on-going basis with minimum supervision.